



# Foreign Affairs Manual

## 4 FAM – Financial Management

**Change Transmittal:** FIN-378

**Date:** May 3, 2006

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## 4 FAM 490 DEBT COLLECTION

### Changes

1. The new 4 FAM 490 on Debt Collection is a complete rewrite which replaces the previous 4 FAM 490 and its related 4 FAH-3 H-490 subchapter.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in the current age of electronic information transmission. The change letters continue to be sequentially numbered.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions (Paper Copies)

1. Remove 4 FAM 490 (TL:FIN-361, 04-28-2003, 5 pages). Insert the new 4 FAM 490 (CT:FIN-378, 05-03-06, 18 pages).
2. After posting the new 4 FAM 490 in its binder, fill in the entry line for FIN-378 on the 4 FAM change transmittal checklist and initial. insert this transmittal letter immediately following the CT checklist.

### Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis

(see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(RM/FPRA/FPMC)**